



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3d CAVALRY REGIMENT  
BUILDING 9001, BATTALION AVE.  
FORT HOOD, TEXAS 76544-5060




AFZC-R-RCO

16 November 2011

MEMORANDUM FOR RECORD

SUBJECT: USB and Optical Media Policy

1. REFERENCE. AR 25-2, Information Assurance, 23 Mar09, Fort Hood User Agreement, Operation Order PC 08-11-520.
2. APPLICABILITY. This policy applies to all 3d CR units and tenant activities that utilize computer systems on the Fort Hood network.
3. POLICY. In order to assure security of the Fort Hood Network, commanders, senior executives, and managers will ensure compliance with the following:
  - a. All mass storage devices (USB) are not authorized including CD-RW and DVD-RW for use on any IT system on the III Corps/Fort Hood network to include NIPRNET, SIPRNET, and stand alone computers.
  - b. CDs, CD-Rs, DVDs, DVD-Rs, and floppy disks are still authorized. However, prior to use, unit IASOs or Systems Administrators will do an anti-virus scan of the media on a standalone system with virus definitions not more than one week old. IASOs must sign the disk stating that it is has been scanned with the date listed and the disc must be marked with the appropriate classification level. IASOs and SAs are encouraged to destroy CDs, DVDs, and floppy disks that are no longer required.
  - c. In the event of an infection on a Fort Hood connected IS, the infected IS will be disabled in Active Directory, the port will be shut down, and the users account will be disabled for ten working days.
  - d. In order for a user to re-establish a Fort Hood User Account that has been disabled, the violator must be counseled by his/her supervisor, retake the Fort Gordon IA User Awareness Training at <https://ialsignal.army.mil>, and have a memorandum signed by the first 0-6 in his/her chain of command.
4. EXPIRATION. This 3d Cavalry Regiment Command Policy Memorandum will remain in effect until superseded or rescinded.

  
JOHN B. RICHARDSON IV  
COL, AR  
74<sup>th</sup> Colonel of the Regiment